

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 5/13/2014	(3) CONTACT/PHONE Suzan Ehdaie, Planner II/781-4974	
(4) SUBJECT Hearing to consider a resolution adopting a revised Community Participation Plan for the Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) Programs. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board adopt the attached resolution approving the revised Community Participation Plan.			
(6) FUNDING SOURCE(S) N/A	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT { } Consent    { } Presentation    {X} Hearing (Time Est. <u>15 Min</u> )    { } Board Business (Time Est. <u>    </u> )			
(11) EXECUTED DOCUMENTS {x} Resolutions    { } Contracts    { } Ordinances    { } N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: { } 4/5 Vote Required    {X} N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY {X} N/A    Date: <u>          </u>	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All Districts			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Planning and Building / Suzan Ehdaie, Planner II/781-4974

DATE: 5/13/2014

SUBJECT: Hearing to consider a resolution adopting a revised Community Participation Plan for the Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) Programs. All Districts.

## **RECOMMENDATION**

It is recommended that the Board adopt the attached resolution approving the revised Community Participation Plan.

## **DISCUSSION**

The U.S. Department of Housing and Urban Development (HUD) requires that the County adopt and follow a Community Participation Plan to receive grant funds from the Community Development Block Grant (CDBG), the Home Investment Partnerships (HOME) and Emergency Solutions Grant (ESG) programs. The Community Participation Plan establishes procedures to engage the public when the County prepares or amends the annual Action Plans and the Consolidated Plan.

The County is proposing several updates to the Community Participation Plan. The substantive updates include: 1) changes to the number of public workshops, outreach efforts, and the public notices, 2) updating public outreach strategies to comply with the new Emergency Solutions Grant program requirements, and 3) adding specific provisions related to the allocation of repaid security deposits ("program income") under the HOME funded Tenant-Based Rental Assistance program. The purposes of the updates are to comply with HUD Title 24, Part 91 of the Federal Code of Regulations and to improve the cost effectiveness of the County's public outreach efforts and the public participation process.

### **Public Workshop and Community Outreach Efforts**

The existing Community Participation Plan under "Section IV - Public Hearings and Workshops" calls out a minimum of four (4) public workshops for each "Needs" assessment process and the "Public Review of Draft Plan" process. This is a total of eight (8) public workshops. Over the past few years, the sparse attendance at the eight required public workshops has prompted staff to revisit its outreach strategies. The County proposes to reduce the minimum number of workshops from four to two for the Needs assessment process and for the Public Review of the Draft Plan process (a total of four public workshops minimum). In addition to the four public workshops, the County will explore and utilize at least one other outreach instrument such as a survey, focus group, video, and/or other web-based tool to encourage public participation and widen the opportunity for public input. The County also suggests changing the public noticing requirement from a 30-day to a 15-day notice to help reallocate funds in a timely manner to meet the CDBG and/or HOME timeliness standards. The above key changes will help create an effective public participation process through more meaningful public outreach efforts and enable quick turnaround to reallocate funds while meeting the timeliness standard.

### **Compliance with the new Emergency Solutions Grant program**

The new Emergency Solutions Grant program regulations, which became effective in December 2011 requires the County to update the Community Participation Plan to reference the participation of local and regional institutions, the Continuum of Care, philanthropic organizations, and community and faith based organizations to the outreach efforts during the preparation of the Action Plans and the Consolidated Plan. The new language is added under "Section II - Engaging Community Participation."

#### Reallocation of the Tenant-Based Rental Assistance program income funds

Presently, program income funds are not considered under the Community Participation Plan's amendment process. Under the proposed revision, program income will now be included when considering any amendment to the Action Plans. However, allocating program income funds generated from the Tenant-Based Rental Assistance (TBRA) program will be handled under the "administrative" amendment process, rather than the "major" amendment process. The reason for administratively reallocating program income for the TBRA program is to provide financial rental assistance to low and very low income families in need of housing.

The above proposed updates will reduce the amount of staff time needed to process funding changes, including program income, and will be consistent with federal rules.

#### OTHER AGENCY INVOLVEMENT/IMPACT

The cities of Arroyo Grande, Atascadero, Paso Robles, Morro Bay, and San Luis Obispo reviewed these changes to the Community Participation Plan and all were supportive of the proposed changes.

#### FINANCIAL CONSIDERATIONS

Adding the above proposed changes will reduce the amount of staff time needed to conduct in-person public workshops and will help meet HUD's mandatory timeliness standard. It is important to note that the change reduces the *minimum* number of public workshops. We can always conduct additional public workshops if there is a large demand. Reducing the minimum number of public workshops could save up to 50 percent of staff cost. Other public participation strategies such as social media could result in more efficient use of staff time while engaging the public.

#### RESULTS

Approval of the revised Community Participation Plan will enable the County to comply with Title 24, Part 91 of Code of Federal Regulations mandated by HUD. Reducing the number of public workshops, utilizing web-based public engagement platforms, and streamlining the public notice process will help the County to conduct an efficient and effective public participation process. Moreover, including specific organizations under "engaging public participation" will result in complying with the new ESG regulations. Finally, adding specific provisions related to the reallocation of the Tenant-Based Rental Assistance program income funds will assist the County to reduce administrative cost.

#### ATTACHMENTS

1. Attachment 1 – Resolution approving the Revised Community Participation Plan
2. Attachment 2 – Revised Community Participation Plan for adoption